

# NINETY ONE PLACE

**Job Title:** Part Time House Mentor

**Reports to:** Housing Director

**Job type:** Contract

## **Job Description:**

The Residential Care Manager acts as a “house mentor” for the residents of 91 Place. Residential Care Managers (hereafter, House Mentors) create and maintain an environment of safety, growth, and encouragement for all residents, as well as provide individualized and necessary skills training directly to youth. Part-time staff work on our multidisciplinary team of support staff to provide in-home care and support for residents while the full-time staff take regularly scheduled vacation days. **This position requires availability at least once per quarter (four times a year) for a one-week stay in the home, as well as one weekend stay per month. Additional time may be available if desired, but this is the minimum requirement.**

During their stay, the part-time House Mentors’ primary role is to maintain recurring systems of logistical and relational management within the home. These management systems include, but are not limited to, cleaning rotations, curfew adherence, maintenance requests, inventory management, food and meal coordination, and interrelational resident management.

As needed, part-time House Mentors will also be responsible for collaborating with a multidisciplinary team of support staff and volunteers to ensure quality care for residents during a short-term disruption of their regular routine. As needed, part-time House Mentors will facilitate youth access to needed physical, emotional, social, educational, and other services. This includes direct assistance in gaining access to services, as well as additional support such as follow-up and accountability. House Mentoring does not include direct delivery of medical, clinical, or other direct services.

## **Objectives of this Role:**

- Consistently exercises discretion and judgment to analyze, interpret, make deductions and then decide what actions are necessary based on the varying facts and circumstances of each individual case.

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- Works without daily and immediate supervision, evaluating possible courses of conduct and making decisions where there is no opportunity to seek supervisory assistance.
- In coordination with 91 Place's CPO and direct supervisor(s), plan and lead the operations of the Transitional Living Program in line with 91 Place's mission, vision, values, strategic objectives and program philosophy.
- Assists in development, implementation and revision of individual treatment plans; assures that services provided are specified in the Treatment Plan and monitors progress toward treatment goals
- Consults and cooperates with community systems to facilitate linkage, referral, crisis management, advocacy, and follow up with the focus on attaining treatment goals as needed
- Maintains a high level of ethical conduct regarding confidentiality, dual-relationships, and professional stature

## **Daily and Monthly Responsibilities:**

- Establish a community environment for the residents, collaborating with them to focus on empowering youth choice, youth voice, and self-determination.
- Serve as the primary responder for any emergencies.
- Know and abide by all house policies and ensure that house policies are being followed by residents.
- Establish a professional, supportive relationship with each resident and serve as a role model and resource.
- Organize communal meals and weekly house meetings with the residents.
- Facilitate appropriate connections with residents to the wider community.
- Facilitate resolution of disagreements among residents.
- Be attentive to house safety and perform evening security checks of house perimeter and common areas.
- Perform regular property checks and report any maintenance/repair needs to the House Director.
- Maintain inventory of food and home supplies; shop and restock as needed.
- Help maintain a clean, pleasant, and safe living environment.
- Conduct safety checks of rooms in accordance with house policy.
- Transport residents and community youth when necessary.
- Serve as a positive representative of 91 Place in the community.
- Performs other duties as assigned

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## **Skills and Qualifications:**

- High school diploma/equivalency required.
- Two+ years' experience working in a residential facility is desired.
- Experience in principles-based youth work and leadership are required.
- Experience with and commitment to radical hospitality, community building, and restorative justice preferred.
- Understanding of power, privilege, and systems of oppression preferred.
- Must be at least 25 years of age.
- A valid driver's license and a satisfactory MVR is required for this position.
- A clear DCS history, and clear criminal and sex offender background checks is required.